

The Tennessee Correction Academy

The Tennessee Correction Academy is proud to provide the following training opportunities. The 2005-2006 Training Year provides a great number of specialty programs as well as standard pre-service and in-service opportunities for the Department of Correction and Department of Children's Services personnel. If you have any questions about our programs, please call (931) 461-7686 for further information.

Table of Contents

Mission Statement.....	1
Basic Academy (TDOC).....	2
Basic Academy (TDCS).....	3
Common Core.....	4
“Air Course Academy”.....	5
Video Library Page.....	6 -7
CD-ROM Page.....	8
Leadership Phase 2.....	9
Leadership Phase 3a and 3b.....	10-11
TDOC Pre-Service Category Listing.....	12
TDOC In-Service Listing.....	13-14
TDCS Pre-Service Category Listing.....	15
TDCS In-Service Listing.....	16-18
Specialty Programs.....	19-23
Cover Sheets.....	24-51
Schedules.....	

Tennessee Correction Academy

Our Mission, Our Vision, Our Goals

Mission Statement

To ensure state-of-the-art training to all employees whom we have the opportunity to serve.

Vision Statement

The Tennessee Correction Academy, through a focus on professional service, will set the example for excellence in the delivery of criminal justice training.

Values

- Implementing a targeted training system
- Operating in a quality training environment
 - Making training a leading priority

Pre-Service Training for TDOC – FY 2005-2006

Class #	Begin/End Date of Correctional Officers	Begin/End Date for Non-Security for TDOC
501	July 11 – August 19	July 18-29
502	August 1 – September 9	August 8-19
503	August 22 – September 30	August 29 – September 9
504	September 12 – October 21	September 19-30
505	October 3 – November 10	October 10 – 21
506	October 24 – December 2	October 31 – November 10
507	November 14 – December 23	November 21 – December 2
508	December 5 – January 20	December 12-23
509	January 3 – February 10	January 9 – 20
510	January 23 – March 3	January 30 – February 10
511	February 13 – March 24	February 21 – March 3
512	March 6 – April 13	March 13-24
513	March 27 – May 5	April 3-13
514	April 17 – May 26	April 24 – May 5
515	May 8 – June 16	May 15 – 26
516	May 30	June 5-16
517	June 19	June 26

Pre-Service Training for TDCS – FY 2005-2006

Class #	Begin/End Date of TDCS Personnel
501	July 11 – 29
502	August 1 – 19
503	August 22 – September 9
504	September 12 – 30
505	October 3 – 21
506	October 24 – November 10
507	November 14 – December 2
508	December 5-23
509	January 3– 20
510	January 23 – February 10
511	February 13 – March 3
512	March 6 – 24
513	March 27 – April 13
514	April 17 – May 5
515	May 8 – 26
516	May 30 – June 16
517	June 19

CORE TRAINING

2005-2006 Training Year Course Schedule

Common Core

These two-day, sixteen (16) hour programs are delivered locally for TDOC staff who do not attend 32 hours of training at the Academy.

Common Core 2005-2006
<ul style="list-style-type: none">• Color Quest• PRE Act• Volunteer Programs• Victim Awareness• Drug ID• Policy Jenga• Stress Management• Communications• Wellness

“Air Course Academy”

This year the Academy will begin a full implementation of its distance learning training program. Nicknamed the “*Air Course Academy*”, this program will allow a highly cost-effective means of providing training for specifically targeted employee groups. Training schedules will be made available through local Training Specialists and will be published on the Academy website.

There are essentially two forms of programming anticipated for the delivery of training. Either Point-to-Point, or Multi-Point, hookups are available and are described below.

Single Site, or *Point-to-Point*, programming from the Academy to a **single** receiving location is absolutely *free* and requires only the simple mechanism of individual scheduling for one time occurrences – or rotational scheduling, if repetitive system-wide coverage is desired. It uses and coexists on the Department’s existing network with no connect charge incurred for either of the two participating locations.

Examples:

- ⇒ Single-site reception of a **live** satellite downlink from the Academy
- ⇒ Single-site reception of pre-recorded material from the Academy (satellite rebroadcasts, previously conducted training sessions, training videos, etc.)
- ⇒ Single-site live interactive programming from the Academy

Multiple Site, or *Multi-Point*, programming from the Academy to **several** simultaneously receiving locations requires external hardware resources from the Office of Information Resources (OIR) and involves an hourly charge for all participants. Connect charges of \$25.00 per hour per site are incurred. For instance, a Multi-Point session including the **Academy**, West Region’s **WTSP**, Middle Region’s **DSNF**, and East Region’s **NECX**, would cost \$100.00 per hour.

Examples:

- ⇒ Simultaneous system-wide time or event-critical meetings or conferences
- ⇒ Simultaneous system-wide time or event-critical training for specific employee categories

Video Conferencing Library

Over the years, the National Institute of Corrections, the U.S. Department of Justice, and the office of Juvenile Justice and Delinquency Prevention have produced a number of video's available to assist departments across the nation. Many of those now available for rebroadcast from the Academy via the TDOC's video conferencing link. Videos currently available are:

<u>TOPIC TITLE</u>	<u>AUTHOR</u>	<u>TIME</u>
What Works and What Doesn't	NIC	120
Restorative Justice	NIC	120
Has the Juvenile Court Outlived it's Usefulness	OJJDP	105
Youth Gangs in America	DOJ	120
Leadership Challenges in Juvenile Corrections and Detention	DOJ	120
Juvenile Offenders and Drug Treatment: Promising Approaches	OJJDP	120
Managing Youthful Offenders in Adult Institutions	NIC	120
Comprehensive Juvenile Justice in State Legislatures	OJJDP	90
Crime and Punishment: The Prison of the Future (NightLine)	ABC	90
Gangs, Corrections and the Community	NIC	120
Psychopaths: Their Nature and Impact on Corrections	NIC	120
Cognitive Approaches to Offender Behavior	NIC	120
Risk Factors for Successful Interventions for Serious and Violent Offenders	OJJDP	120
What About Girls? Females and the Juvenile Justice System	OJJDP	120
Correctional Strategies in Gang Management	NIC	120
Mental Health Issues and Juvenile Justice	OJJDP	120
Lockup: Women Inside Valley State	MSNBC	56
Options for Managing Difficult Inmates	NIC	120
Addressing Staff Sexual Misconduct	NIC	120

A Collaborative Approach to Staff Recruitment and Retention	NIC	180
Transition from Prison to the Community	NIC	180
Institutional Culture	NIC	180
Building Employee Success With an Effective Field Training Officer Program	NIC	180
Correctional Staff Wellness	NIC	180
How the Prison Rape Elimination Act Affects You, Phase I	NIC	180
Classification of High Risk Offenders	NIC	180
Prison Rape Elimination Act Affects You, Phase II	NIC	180
Correctional Leadership	NIC	180
The Triply Diagnosed Patient: HIV, Mental Health & Substance Abuse	NIC	180
Community Supervision: Using Strength-Based Family-Focused Approach	NIC	180
Strategies for Building Effective Work Teams	NIC	720
Addiction Severity Index		130

Upcoming broadcasts will be added to this series as they are conducted.

User-Paced Instruction

The Academy has developed the following CD-ROM Individualized (User-Paced) Instruction Modules to allow for remedial or specialty study – available through your local Training Specialist:

AIDS/Bloodborne Pathogens (1.0 hr)
Title VI (1.0 hr)
Interviewing Skills (4.0 hr)
Employee Assistance Program (1.0 hr)
Security Threat Group Update (1.0 hr)
Management Responsibility Systems (6.0 hr)

We will continue this process in FY 2005-06, with modules constructed distributed on a quarterly basis. Slated for production are:

Suicide Prevention and Intervention (1.0 hr)
HIPPA Regulations (1.0 hr)

Website Developments

The Academy will continue to post its Training Catalog, Master Training Schedule and Program Announcements on the website, with updated pages containing Class photographs of its Graduates.

Leadership TDOC – Phase II

Leadership Observation & Assessment Diagnostic (LOAD)

As a continuation of the Commissioner's emphasis upon developing the Department's future leaders, this year the Academy will continue to offer the second phase #2 of "*Leadership TDOC*".

This program will consist of a one-week assessment center workshop, in which participant skills will be measured against "real-world" problems.

Under direct observation, participants will be required to staff, manage and lead a "mini-institution", while faced with a myriad of logistical exercises dealing with budgets, internal program operation, personnel decisions, political pressure, public scrutiny and litigation issues.

Prerequisites

In order to attend, each candidate must have completed LTDOC Phase I and submit a written application to his/her work site Administrator for consideration and approval. The work site Administrator will nominate the candidate for program attendance based upon past performance and future expectation of leadership potential.

This Phase II program is scheduled three (3) times during FY 2005-2006:

Leadership TDOC 3a

40.0 hours

COURSE DESCRIPTION

This is the third session in the “Leadership Development” series. During this phase participants will receive instruction on both project management and presentation skills.

Throughout the course the participants will be divided into project teams and given daily projects to complete. These projects will deal with real world issues faced by leaders in our department. The teams will be expected to use the skills that were learned in phases one and two to complete all assigned task(s).

Each team will present project results to program facilitators the following day for evaluation.

COURSE OBJECTIVES

At the end of this program the participant will be able to:

- Demonstrate the ability to manage a small project.
- Present the outcome of their project.
- Complete a project report.

LEADERSHIP TDOC 3b

32.0 Hours

Course Description

This is the third and final phase in our “Leadership Development” series. During this week of training we will review the lessons learned in the previous two sessions. We will further discuss leadership depending on the situation. The participants will present the projects from LDOC 3a. The participants will then be given an opportunity to develop a plan for their future individual development as leaders in the TDOC.

Course Objectives

By the end of this phase of leadership development the participant will:

- ◆ Present a project that was developed by them and their team.
- ◆ Identify which type of leading style(s) they exhibited during the process.
- ◆ Identify each differing leading style type and when its use is appropriate.
- ◆ Develop a plan for their future leadership development.

Tennessee Department of Correction Pre-Service Category Listing

Course Code	Course Title	Hours	Who Attends
AS	Adult Security	240	New hires into all security ranks (Correctional Officers through Unit Managers). Rehires if gone more than one(1) year from TDOC.
AC	Adult Counselors	80	New hires into counselor through counselor manager positions. Rehires if gone more than two (2) years from TDOC and have not been through the two-week pre-service program.
AT	Adult Treatment	80	New hires or rehires if gone more than two (2) years or have not been through the two-week pre-service course. Psychological/Psychiatric positions/Chaplains/Medical/Dental/Vocational Instructors/Teachers/Recreation Specialists/Assistants, Volunteer Coordinator.
AA	Adult Auxiliary	80	Auxiliary positions requiring two-weeks of pre-service are: Mail Clerks, Industry Supervisors, Facility managers/Supervisors, Building Maintenance Workers, Maintenance, Equipment Mechanics, Laundry, Farm Crew Leaders, Dietetics Consultants, Electronics Tech. 2, Medical Records, Medical Transcriber, Procurement Officer.
AA	Adult Auxiliary	40	Auxiliary positions requiring one (1) week are: Boiler Operators, Treatment Plant Operators, Property Officers, Storekeepers, and Store-Clerks.
AFS	Adult Food Stewards	80	Food Service positions requiring two weeks: Food Service Workers, Food Service Managers/Assistant Managers

Tennessee Department of Correction In-Service Courses FY 2005-2006

Code	Course Title	Offerings	Class Size	Hours	Who Attends
AS	Adult Security	(36) Weekly except when Corporals Attend	72	32	Correctional Officer; Clerical Officer
AS/C	Adult Corporals	(12)	32	32	Correctional Corporals; Correctional Treatment Technician; Supervisor
CH	Chaplains	(1) Feb. 27-28		16	Chaplains
FS	Food Service Generic	(5) Aug. 3-5 Sept. 7-9 Dec. 7-9 Jan. 4-6 Feb. 8-10		16	Food Service Workers – Wed.1:00 – Friday noon
FS/H	Food Service Stewards - HACCP	(2) Nov. 14-18 June 26-30		32	Food Service Workers
FS/M	Food Service Mgrs.	(1) June 5-6		16	Food Service Managers (Monday and Tuesday)

Code	Course Title	Offerings	Class Size	Hours	Who Attends
FS/SS	Food Service Stewards – Serv Safe	(3) Sept. 12-16 Mar. 6-10 April 17-21		32	Food Service Workers
FS/AM	Food Service Asst. Managers	(1) April 17-21		32	Food Service Assistant Managers – will receive Serv Safe Training
M	Maintenance	(3) Aug. 1-2 Oct. 24-25 March 27-28		16	Maintenance, as designated (Monday-Tuesday) 8:00 – 5:00
MED	Generic Medical	(3) Oct. 3-7 March 13-17 June 18-22		32	Medical, as designated
RS/A	Recreational Specialists/Assistant	(2) Oct. 12-14 March 1-3		16	Recreational Specialists/Assistants (Wednesday 1:00 – Friday Noon)
SO	Safety Officers	(1) May 15-19		24	Fire Safety 1 & 2; Other Fire Safety Officers

Tennessee Department of Children's Service Pre-Service Category Listing

Course Code	Course Title	Hours	Who Attends
CSO	Children's Services Officers	120	New hires into all security ranks (Children's Service Officers through Children's Service Managers). Rehires if more than one (1) year from TDCS or have not attended three-week pre-service program.
JT	Juvenile Treatment	40	New hires into classifications of counselor through counselor manager. Rehires if gone more than one (1) year from TDCS or have not been through two-week pre-service program. Psychological/Psychiatric positions, chaplains, medical/dental, teachers, vocational instructors, recreation specialists/assistants/Contract YSO's
JA	Juvenile Auxiliary	40	Auxiliary positions requiring one-week pre-service program are : Facility Managers, Supervisors, Building Maintenance Workers, Carpenters, Mechanics. Auxiliary positions requiring only one (1) week (40 hrs.) are: Boiler Operators, Treatment Plant Operators, Property Officers, Procurement Officers, Storekeepers, Food Service Managers/Assistant Managers, Food Service Workers, Store Clerks, Records Clerks, Fire Safety Managers.

Tennessee Department of Children's Services In-Service Courses FY 2005-2006

Code	Course Title	Offerings	Class Size	Hours	Who Attends
ATOJ	Adult Transportation Officers for DCS	(1) Aug. 29-Sept.2		32	As designated.
CSM	Children's Services Managers	(4) Aug. 22-26 Dec. 12-16 Feb. 13-17 April 3-7		32	All managers – Classes begin at 12:00 noon on Monday - 4:00 p.m. on Thursday.

Code	Course Title	Offerings	Class Size	Hours	Who Attends
CSO	Children's Services Officers	(11) July 18-22 Sept. 12-16 Oct. 17-21 Nov. 28-Dec. 2 Dec. 19-23 Jan. 9-13 Feb. 6-10 March 20-24 May 1-5 June 12-16 June 26-30		32	Youth Service Officers; Community Residential Security 12:00 noon Monday – 4:00 p.m. on Thursday
FS	Food Service Generic	(5) Aug. 3-5 Sept. 7-9 Dec. 7-9 Jan. 4-6 Feb. 8-10		16	Food Service Workers –Wed. 1:00 – Friday noon
FSM	Food Service Mgrs.	(1) June 5 – 6		16	Food Service Managers (Monday and Tuesday 8:00- 5:00)
FSA	Food Service Assistant Mgrs.	(1) April 17-21		32	Food Service Assistant Managers Will receive Serv Safe Training
FSGH	Food Service Group Home Stewards	(1) Oct. 10-14		32	Group Food Service Stewards Serv Safe Training

Code	Course Title	Offerings	Class Size	Hours	Who Attends
FSS	Food Service Stewards – Serv Safe	(3) Sept. 12-16 March 6-10 April 17-21		32	Food Service Workers
M	Maintenance	(3) Aug. 1-2 Oct. 24-25 March 27-28		16	Maintenance, as designated (Monday and Tuesday – 8:00- 5:00)
RCM	Residential Case Managers	(4) July 25-29 Nov. 7-10 April 10-13 Feb. 21-24		32	Juvenile Classification Counselors; Counselors 12:00 noon on Monday – 4:00 p.m. on Thursday
RS/A	Recreational Specialists/Assistants	(2) Oct. 12-14 March 1-3		16	Recreational Specialists/Assistants (Wednesday 1:00 – Friday noon)
SO	Safety Officers	(1) May 15-19		24	Fire Safety 1 & 2; Other Fire Safety Officers

Tennessee Correction Academy Specialized Training Schools

FY 2005-2006

These programs are designed for those staff assigned to special activities. Other specialty courses target topics of interest for the corrections professional desiring to enhance information or skills.

Please Note: Unless specifically indicated, scheduled programs begin at 8:00 a.m. on the date(s) listed

Code	Course Title	Offerings	Class Size	Hours	Who Attends
ATO	Adult Transportation Officers	(5) Aug. 1-5 Oct. 3-7 Jan. 9-13 March 6-10 April 17-21	15-25	32	Transportation Officers and any staff assigned to inmate transportation duties on a regular basis
BTLS	Basic Trauma Life Support	(3) Oct. 31-Nov. 4 Jan.30-Feb.3 April 3-7	25	32	Medical staff required to be certified or to be re-certified in emergency physical trauma conditions and procedures (Prerequisite: Current certification in I.V. Technique & Management).

Code	Course Title	Offerings	Class Size	Hours	Who Attends
C	Computer Training	(2) Aug. 29-30 May 15-16	11	16	Each session will be on Monday/Tuesday from 8:00 – 5:00 each day. Training consists of Microsoft Word, Excel, and Group Wise.
CAI	Chemical Agents Instructor Program	(1) July 5-6		16	Participants will become certified chemical agents instructors for three(3) years. Training begins at 8:00 a.m. on Tuesday – Wednesday at 5:00 p.m.
CCN	Correctional Counselors	(8) Aug. 1-2 Oct. 17-18 Dec. 5-6 Dec. 19-20 Feb. 6-7 Feb. 27-28 April 17-18 June 19-20		16	Monday and Tuesday
CET	Cell Extraction Training	(3) Oct. 19-21 Jan. 18-20 Mar. 22-24	24	16	Security personnel as designated. Wednesday 1:00 – Friday noon.
CM	Correctional Managers				Participants trained through Distance Learning as announced.

Code	Course Title	Offerings	Class Size	Hours	Who Attends
CT-B	CERT Training – Basic	(2) Sept. 19-30 May 2-13	30	80	
CT-C	CERT Team Commanders	(1) Sept. 6-9		24	Class begins Tuesday at 1:00 p.m. and goes through Friday at noon.
CTT	CORE Train the Trainers	(1) Aug. 8-12	TBA	16	For institutional personnel assigned to deliver CORE training modules (8 hour Presentation Skills for New Trainers will be added - if required).
C/W	Commissary/Warehouse	(2) May 10-12 June 7-9		16	Wednesday 1:00 – Friday noon.
LDOC-1	Leadership TDOC Basic	(2) Oct. 3-7 June 12-17	25	40	Mid level management personnel pre-selected by Warden/Administrator
LDOC – 2	Leadership TDOC – Part 2	(3) Sept. 12-16 Nov. 28-Dec 2 Jan. 23-27		40	For participants who have attended LDOC Basic
LDOC 3-A	Leadership TDOC Part 3	(1) March 6-10			For participants who have attended TDOC Basic and Leadership TDOC Part 2
LDOC 3-B	Leadership TDOC Part 3	(1) May 30-June 2			For participants who have attended TDOC Basic, Leadership TDOC Part 2, and Leadership 3-A

Code	Course Title	Offerings	Class Size	Hours	Who Attends
LS	Locksmith Training	(1) Sept. 12-13		16	As designated – Monday and Tuesday
NFTO	New Field Training Officer	(1) July 25-26		16	As Designated – Monday and Tuesday – 8:00 – 5:00
NM	Nurse Management	(1) Sept. 19-23	30	32	Nurse managers/CWU/IC Coordinators
NST	New Supervisor's Training	(5) Aug. 22-26 Oct. 24-28 Jan. 23-27 March 27-31 June 26-30	30	40	Required training for all newly appointed supervisors
P/M	Property/ Mailroom	(1) June 28-30		16	Wednesday 1:00 – Friday noon.
RRA	Radio Repair Advanced	(1) March 20-22		24	Monday-Wednesday
RRB	Radio Repair Basic	(1) Nov. 7-9		24	Monday-Wednesday
SA	Substance Abuse	(1) Feb. 6-7		16	Monday-Tuesday

Code	Course Title	Offerings	Class Size	Hours	Who Attends
SAN	Sanitation Training	(1) April 6		8	Thursday 8:00 a.m. – 5:00 p.m.
SM	Senior Mgrs.	(5) Oct. 10-11 Dec. 5-6 March 27-28 May 22-23 June 26-27		16	Monday - Tuesday Captains through Associate Wardens
T4T	Train the Trainer	(1) Sept. 26-30		40	For staff newly rated as an Instructor Training Specialist or Correctional Academy Instructor
TDT	Training Design Teams	(1) Feb. 13-14		16	As designated. Will also include medical design team.

Colorquest
3.0 Hours
In-Service CORE

COURSE DESCRIPTION

Many researchers have studied the human personality, and much has been learned about personal preferences, or the ways in which different individuals face life's challenges. Most researchers agree that there are four basic "personalities" of human beings. By acquainting staff with this theory of personalities, it is believed that they can develop effective communication techniques for persons of different personalities.

This course will introduce the four basic personalities as colors (Gold, Blue, Green, and Orange) to class participants. Participants will first explore their own personality color, and will then see how others view them.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Identify her/his personality color.
- ◆ Describe at least two (2) characteristics of each of the four personality colors.
- ◆ Explain ways in which personality affects the way a person completes assigned tasks.
- ◆ Identify at least three (3) strengths and three (3) weaknesses of their specific personality color.

TDOC POLICY
110.05

ACA STANDARDS
1-CTA-3A-14
1-CTA-3A-21

Stress Management
2.0 Hours
In-Service CORE

COURSE DESCRIPTION

Stress is a fact of life. In fact, life without stress is death. During a person's life he will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress; signs of stress, it's effects, and what may be done to deal with stress. We will try to determine individual vulnerability to stress and also individual current degrees of stress. This course will look at critical incident stress and the problems it may cause.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Have completed a Stress Vulnerability Test
- ◆ Have completed an assessment of "How Stressed-Out Are You?" (Test)
- ◆ Be able to identify some of the most common signs of stress.
- ◆ Be able to list some of the ways to handle stress
- ◆ Define and identify critical incident stress.
- ◆ Be able to list some ways to cope with critical incident stress.

TDOC POLICY
110.05

ACA STANDARDS
1-CTA-3A-14
1-CTA-3A-21

Drug Facts and Identification

1.5 Hours

In-Service Core

COURSE DESCRIPTION

It is a well-known fact that all prison systems have a problem with drugs in their facilities. Throughout the past few years numerous employees have expressed both verbally and in curriculum design sessions the need to have a class aimed at identifying the various drugs and facts and effects of those drugs. This class will provide the means to help the employee recognize various drugs through picture, fact, and effect identification. The course will be presented in a game show format (**TIC-TAC-TOE**), which requires identification of various drugs by both facts and pictures.

EQUIPMENT/SUPPLIES

This game show from **Game Show Pro** requires the use of a **Personal Computer**, **Power Point Projector**, and **Projector Screen**. As an alternative the personal computer may be used through a TV monitor. For an extremely small number of trainees, the PC monitor may be used. This game is contained on the CD furnished by the Tennessee Correction Academy.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Identify drug facts by matching correct answers in game show.
- ◆ Identify pictures of drugs and paraphernalia by matching correct answers in game show.
- ◆ Place (as a team) three (3) X's or)'s in a row or a total of five (5) to win the round.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

Firearms Qualifications

4.0 Hours

In-Service Adult Security, Corporals

COURSE DESCRIPTION

Firearm instructors will supervise participants during the firing of standard departmental issue weapons. Participants will be allowed to "practice fire" before their actual annual qualification attempt.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Demonstrate firearm proficiency by attaining a minimum acceptable score of 200 points with the .38 caliber revolver.
- ◆ Demonstrate firearm proficiency by attaining a minimum acceptable score of 80 points with the .223 caliber rifle.
- ◆ Demonstrate firearm proficiency by attaining a minimum acceptable score of 80 points with the 12-gauge shotgun.

TDOC POLICY

110.05

110.06

506.08

506.09

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

Firearms Lab
4.0 Hours
In-Service Adult Security, Corporals

COURSE DESCRIPTION

Firearm instructors will supervise participants during the firing of standard departmental issue weapons. Participants will be allowed to practice fire before their actual annual qualification attempt.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Demonstrate firearm proficiency by attaining a minimum acceptable score of 200 points with the .38 caliber revolver.
- ◆ Demonstrate firearm proficiency by attaining a minimum acceptable score of 80 points with the .223 caliber rifle.
- ◆ Demonstrate firearm proficiency by attaining a minimum acceptable score of 80 points with the 12-gauge shotgun.

TDOC POLICY

110.05
110.06
506.08
506.09

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

Volunteer Programs
.5 Hour
In-Service Core, Adult Security/Corporals

COURSE DESCRIPTION

In corrections, the focus tends to swing like a pendulum between punishment and rehabilitation. The ideal answer lies somewhere in the middle, which is our department's position on the issue of rehabilitation.

Since Tennessee is historically known as the "volunteer state," it only makes sense that our department avail itself of the volunteer spirit of Tennesseans in accomplishing a portion of our rehabilitative effort. Volunteers represent one of the most affordable ways to offer the best services that we can. During this class, we will look at the history of "volunteer programs" in TDOC. We will also discuss the benefits of using volunteers in TDOC. Finally we will list some signs to help identify "volunteer burnout."

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Explain the history of volunteer programs in the TDOC.
- ◆ List at least two (2) benefits of using approved volunteers.
- ◆ Identify signs of volunteer "burnout".

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

Victim Awareness

1.0 Hour

In-Service Core, Adult Security, Corporals

COURSE DESCRIPTION

Victims of crime experience many different types of injuries, and go through many different emotions concerning the offender and the criminal justice system as a whole. Since our staff will more than likely interact with victims or their families at events such as parole hearings we should try to gain a better understanding of what a victim experiences when they face the offender again.

In this course we will discuss general crime statistics, the stress and emotions involved in facing the offender and what we can do to make a victim or victim's family as comfortable as possible when they visit one of our facilities.

We will hear a victim's story and how they were affected by the crime.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ List at least two (2) general crime statistics.
- ◆ Describe the stress and emotions that a victim may experience when confronting the offender again.
- ◆ List at least three (3) triggers that may reawaken memories of the crime.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

Chemical Agents

1.0 Hour

In-Service Adult Security, Corporals

COURSE DESCRIPTION

Through the use of lecture and video, the instructor will present a module on the proper use and handling of aerosol oleoresin capsicum or "pepper mace". Departmental Policy 506.07.1 "Use of Chemical Agents" will be reviewed. First Aid procedures for those exposed to oleoresin capsicum will be discussed. The instructor will also demonstrate application of an aerosol projector by spraying a "B-27" target with an inert training unit. Each trainee will be required to give a return demonstration. Trainees will be administered a ten (10) question quiz which must be passed with an 80% proficiency level to measure understanding of policy constraints discussed during the lecture.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Demonstrate understanding of the TDOC policy constraints for use of oleoresin capsicum by completion of a ten-question quiz at 80% proficiency.
- ◆ Demonstrate the ability to properly use aerosol chemical agents.

TDOC POLICY

110.05

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

Physical Training (Session 1)
.75 Hour
In-Service Adult Security, Corporals

COURSE DESCRIPTION

Correction officers have to be in excellent condition in order to be prepared for the potential rigors of their job. Physical training is an essential component of this preparation, as well as helping prevent injury.

Physical training also has a host of other benefits. It fights heart disease, lowers high blood pressure, reduces LDL cholesterol, improves digestion, speeds food transit through the large intestine, oxygenates internal organs, improves joint flexibility, enhances mental function, decreases the risk of cancer and brittle bones, minimizes depression and other beneficial effects.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Perform each stretch and exercise in the prescribed manner.
- ◆ Correctly complete required repetitions for each stretch and exercise.
- ◆ Complete 1.5-mile walking/jogging course.

TDOC POLICY
110.05

ACA STANDARDS
1-CTA-3A-14
1-CTA-3A-21

Physical Training (Session 2)
.75 Hour
In-Service Adult Security, Corporals

COURSE DESCRIPTION

Correction officers have to be in excellent condition in order to be prepared for the potential rigors of their job. Physical training is an essential component of this preparation, as well as helping to prevent injury.

Physical training also has a host of other benefits. It fights heart disease, lowers high blood pressure, reduces LDL cholesterol, improves digestion, speeds food transit through the large intestine, oxygenates internal organs, improves joint flexibility, enhances mental function, decreases the risk of cancer and brittle bones, minimizes depression and other beneficial effects.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Perform each stretch and exercise in the prescribed manner.
- ◆ Correctly complete required repetitions for each stretch and exercise.
- ◆ Complete 1.5 mile walking/jogging course.

TDOC POLICY
110.05

ACA STANDARDS
1-CTA-3A-14
1-CTA-3A-21

Employee Wellness

Session One: .75 Hours, Session Two: .75

Combined Total Hours: 1.5

In-Service Core, Adult Security, Corporals

COURSE DESCRIPTION

Keeping our employees healthy should be a major concern for all TDOC staff. A healthy employee is less likely to be tardy or miss work. Additionally an employee who is “well” will be happier and more satisfied on the job and thus more productive. Some of the effects of employees who are not well are: increased absenteeism, increased medical costs, forced overtime for other employees, job dissatisfaction, and strained employee relationships.

In this course we will learn how to calculate our body mass index and heart rate. We will also discuss some ways to change both in order to better our physical condition.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

Session One

- ♦ Determine individual Body Mass Index, (BMI).
- ♦ Determine individual Range and Health Risk Level.
- ♦ Determine ways to lose weight.

Session Two

- ♦ Determine individual Target Heart Rate.
- ♦ Learn about exercise and pulse rate.
- ♦ Learn how and when to take your pulse.
- ♦ Learn how to apply the “Talk Test.”
- ♦ Learn about stomach exercises to benefit the heart.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

Policy Jenga

2.0 Hours

In-Service Core, Adult Security, Corporals

COURSE DESCRIPTION

Knowledge of TDOC policies and procedures is essential to the effective performance of the correctional employees. Part of the function of in-service training, is the review of these policies, their application and comprehension of any policy revision.

This review of policies and changes will be accomplished in a competitive game format. Teams will answer questions in order to advance in the game.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ♦ Participate as a team member in answering questions concerning TDOC policies.
- ♦ Discuss the correct answers.

TDOC POLICY

110.05

ACA STANDARD

1-CTA – 3A-14

1-CTA – 3A-21

Can You Hear Me Now?

2.0 Hours

In-Service Core, Adult Security, Corporals

COURSE DESCRIPTION

Communication is a huge part of our daily life. It is unfortunate, but most people are not very good communicators. During this class, topics such as, the communication process, active listening and speaking frankly and clearly will be covered.

This will be accomplished through a series of short lectures, group discussions and activities designed to make the participant a more effective communicator.

COURSE OBJECTIVES

Upon completion of this course the participant will:

- ◆ Define the 3 basic elements of the communication process.
- ◆ Name the 5 steps to becoming an “active listener.”
- ◆ List at least 3 Steps to ensure that you say what you mean.”

TDOC POLICY

110.05

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

Inmate Sexual Assault (PREA)

2.0 Hours

In-Service Core, Adult Security, Corporals, Managers

COURSE DESCRIPTION

It is the policy of TDOC to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC will have zero tolerance for incidences of sexual assault within its facilities.

Staff will handle many sensitive incidents, not the least of which will be sexual assault. This course will provide you with the tools needed for the detection, response, investigation and prevention of inmate-on-inmate sexual assault.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Examine facts related to inmate-on-inmate sexual assault.
- ◆ Discuss particular areas of concern related to inmate sexual assault.
- ◆ Review inmate terminology related to sexual assault.
- ◆ Recognize characteristics of potential inmate high-risk sexual predators (HRSPs).

TDOC POLICY

110.05

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

Self-Defense

2.0 Hours

In-Service Adult Security, Corporals

COURSE DESCRIPTION

This is the annual self-defense module for the department's in-service security staff. Throughout the class the participants will be shown and have ample time to practice several maneuvers to escape from a front chokehold. The participant will further be instructed in how to get away from an attacker that has grabbed them by both sleeves.

The last technique that will be demonstrated is used in the event that an inmate is lying on the ground with his hands under his abdomen and refuses to place them behind his back to be restrained.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Demonstrate their ability to get out of a front choke hold using either:
 1. The wedge
 2. The elbow Hyperextension
 3. The inside forearm slap
 4. The prybar
- ◆ The ability to effect a release from a 2 handed shirt grab.
- ◆ The Upper Dorsal Nerve attack.
- ◆ The Tibial Nerve attack.

TDOC POLICY

110.05

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

Mental Health Issues

1.5 Hours

In-Service Adult Security, Corporals

COURSE DESCRIPTION:

Inmates with mental illnesses usually have normal intelligence. Their problems lie not in their ability to think but in their perception of reality.

This class will begin with a general discussion of mental illness in correctional populations and continue with descriptions of several specific disorders and the management problems they pose in institutions. This class will end with a discussion of depression and suicide—a mental illness and a behavior that may be closely related—and a post-test.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Recognize some of the reasons for the higher incidence of mental disorders in correctional populations than in the general U.S. population.
- ◆ Describe behavioral changes in inmates that could indicate the onset of mental disorders.
- ◆ Identify characteristics of several mental health disorders.
- ◆ Recognize symptoms of suicidal feelings that inmates may exhibit.
- ◆ Identify steps to take when responding to a suicide attempt.
- ◆ Demonstrate understanding of the first five course objectives via a post-test.

TDOC POLICY

110.05

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

Workplace Harassment
In-Service Adult Security/Corporals/Food Service,
Maintenance/Health Services/Counselors
4.0 Hours

COURSE DESCRIPTION

In October 2004, Governor Phil Bredesen asked the Tennessee Department of Personnel to develop a policy for workplace harassment that would replace the state sexual harassment policy. This class will provide the necessary information and tools to assist each employee in promoting a respectful workplace – free of the harmful effects of harassment of any kind.

COURSE OBJECTIVES

Upon completion of this module, participants will:

- ◆ Identify the nine protected classes.
- ◆ Define workplace harassment as set forth in the State Policy
- ◆ Describe and avoid conduct prohibited by this policy.
- ◆ Describe the responsibilities and liabilities under the policy, State and Federal Law.

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

Lousy Leadership
In-Service Senior Managers
3.0 Hours

COURSE DESCRIPTION

This course provides an honest, holistic view of leadership that acknowledges the dark side of human nature and its impact on leaders and followers alike. Rather than focusing solely on the development of essential leadership traits, this program will help participants to identify and acknowledge their own leadership deficits, and to assist them in the implementation of action plans that will compensate for these shortcomings to success.

COURSE OBJECTIVES

By the end of this module, participants will:

- ◆ Accurately identify and describe the two- (2) fundamental categories of “lousy” leadership.
- ◆ Identify and describe each of the seven (7) types of bad leadership:
incompetence, rigid, intemperate, callous
corrupt, insular and evil.
- ◆ Through guided self-analysis, understand and apply specific techniques in day to day work activities that will assist participants in being more effective leaders.

TDOC Policy
110.05

ACA Standard
1-CTA-3A-14
1-CTA-3A-21

From Compassion to “Con”
Generic, Nurse Managers
4.0 Hrs.

COURSE DESCRIPTION

Nursing is a co-dependent profession in a constructive role. They are the inmates advocate, care giver, and are held in high regard. In this unique setting nurses must have a strong sense of identity and professional responsibility as a member of the health care team. It is vital that they have knowledge to avoid the pitfalls of emotional transference. Inmates have intuition that can take advantage and manipulate any perceived vulnerability or compassionate treatment.

COURSE OBJECTIVES

Upon completion of this course, participants will:

- ◆ Discuss when a relationship with an inmate/parolee is appropriate.
- ◆ Describe the consequences that personal information, comments, and conversations can have on your career. (grapevine)
- ◆ Measure your vulnerability score.
- ◆ List possible incentives an inmate might have for pursuing a relationship with a nurse.
- ◆ Recognize signs that a team member is participating in a relationship with an inmate and proper interdiction.

Generation “Meth”
Generic Medical
3.5 hours

COURSE DESCRIPTION

One challenge nurses in TDOC face is substance abuse. Today the most widely abused substance is Methamphetamine. It is important that nurses recognize the signs and symptoms of Meth abuse in order to apply the nursing process and to educate the inmates about possible health risks associated with its use. This course is designed to give the participant an overview of Methamphetamine abuse, physical ramifications, psychological disorders, and TDOC substance abuse programs.

COURSE OBJECTIVES

Upon completion of this course, participants will:

- ◆ Discuss the types and routes of Meth use.
- ◆ List the physical ramifications associated with Meth use.
- ◆ List the psychological/cognitive ramifications associated with Meth use.
- ◆ Write a SOAP note of a suspected Meth abuse encounter with appropriate referral.
- ◆ Be knowledgeable of the TDOC substance abuse treatment programs.

Is There Anybody Out There?

Nurse Managers

2 Hours

COURSE DESCRIPTION

The nation as a whole is experiencing a serious nursing shortage. TDOC has been impacted by this national crisis. Correctional nursing is a unique and under promoted field. Many TDOC institutions are located in rural areas, which effect the available nursing populace. The challenge of working with a high-risk population, in a secure environment, and a non-competitive pay scale further complicates the recruiting and retention process. This class is designed to introduce the TDOC Nurse Recruiter and to give nurse managers an overview of the programs implemented to address this dilemma.

COURSE OBJECTIVES

Upon completion of this course, participants will:

- ◆ Discuss the current nationwide consequence of the nursing shortage.
- ◆ Identify some strategies that TDOC might use to recruit and retain nurses.

RASH-inalization

Generic Medical

2 Hours

COURSE DESCRIPTION

A common complaint that TDOC nurses encounter on sick call is rashes. Nurses need to be able to assess and differentiate a simple rash from a contagious condition in order to make the appropriate referral and implement isolation precautions if necessary. This class is designed to assist the nurse in assessing, documenting, and applying proper protocol of the following skin disorders:

- ◆ Tinea
- ◆ Dermatitis
- ◆ Psoriasis
- ◆ Pediculosis

COURSE OBJECTIVES

Upon completion of this course, participants will:

- ◆ Discuss the pathophysiology, assessment, and treatment of the following skin disorders:
- ◆ Tinea's
 - Capitis
 - Barbae
 - Corporis
 - Cruris
 - Pedis
- ◆ Dermatitis
 - Eczema
 - Contact
 - Atopic
 - Seborrhea
 - Nummular
 - Chronic
 - Generalized Exfoliative
 - Stasis
 - Localized Scratch
 - Corporis
 - Pubis

CPR/AED for the Professional Rescuer
In-Service Medical
8.0 Hours

COURSE DESCRIPTION

This is an American Red Cross program designed for people with job-related duties in emergency preparedness and response. This nine (9) hour course teaches a variety of skills including one and two rescuer CPR, use of resuscitation masks and bag-valve masks for ventilating victims, and how to respond in special rescue situations such as suicide attempts. In addition to CPR training, the participants will be taught the importance of AED's (Automatic External Defibrillators), and how to use an AED properly.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Demonstrate their ability to perform one and two person CPR.
- ◆ Demonstrate their ability to use resuscitation masks and bag-valve masks for ventilating victims.
- ◆ Explain the importance and how to use an AED (Automatic External Defibrillator)

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

THE BAD UGLY AND NASTY
In-Service Medical
8.0 Hours

COURSE DESCRIPTION

TDOC nurses assess infectious disease daily. It is imperative for the nurse to be clinically knowledgeable of current diagnostics, medications, and treatments. Policy, procedure, and protocols specific to the infectious diseases identified will be discussed. This course is designed to give TDOC nurses an update of the most current recommendations and treatment for HIV infection including Highly Active Antiretroviral Therapy (HARTT), Methicillin Resistant Staphylococcus Aureus (MRSA), Tuberculosis (TB), Hepatitis C, Influenza, Herpes, Chlamydia, Condyloma, Human papilloma virus (HPV).

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Explain the current diagnostic, screening, treatment, and TDOC policy and protocols for at least six (6) infectious diseases covered in this class.
- ◆ List the key elements in conducting a contact investigation for Tuberculosis (TB), Influenza, Herpes, Chlamydia, Condyloma, and Human papilloma virus (HPV)
- ◆ Demonstrate proper technique of administering TB Mantoux Test.
- ◆ Identify TB test interpretations and appropriate referral and follow-up.
- ◆ Explain the transmission, treatment and prevention of Herpes, Chlamydia, Condyloma, and Human papilloma virus (HPV).

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

I.V. THERAPY
In-Service Medical
23.5 Hours

TDOC POLICY
110.05

COURSE DESCRIPTION

IV Therapy devices have expanded tremendously over the past ten years. With the influx of inmate (and ultimately, patients) into our systems, the demand for a higher, more technically intense level of care will have to be provided at the institutional level. It is imperative that the institutional licensed nursing staff has a broad knowledge in how to access, care for, and maintain IV devices. They also must possess clinical and legal understanding and knowledge in the principles of intravenous therapy.

This program will provide professional/technical training to LPN's and RN's and serve as a technical skills practice update/enhancement for those RN's with previous IV responsibilities and experience. The instructor will use lecture, handouts, and videos, return demonstration, written pre-test, required written examination and skills test.

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Identify the legal and ethical aspects of their role in IV therapy.
- ◆ Select and prepare the basic equipment and supplies for venipuncture and fluid/medication administration.
- ◆ Perform the venipuncture process and calculate and establish prescribed flow rate.
- ◆ Perform venipuncture for blood collection.
- ◆ Demonstrate specific technique for IV site care of the peripheral and centrally placed IV catheters.
- ◆ Demonstrate proper documentation of IV site, fluid, rate, placement, and any signs and symptoms of complications.

Basic Trauma Life Support
In-Service Medical
23.5 Hours

TDOD POLICY
110.05

COURSE DESCRIPTION

Within a correctional environment, health care professionals must be trained to respond immediately and effectively to a wide variety of emergency traumas. This intensive three (3) day training program is designed for the advanced medical professional that must initially evaluate and stabilize their trauma patient. During this course participants will learn the skills needed to respond quickly to cases involving head trauma, shock, burns, spinal cord trauma, and other life-threatening situations. Pre-reading, lectures, reviews, and skills testing are utilized throughout the three days. Participants who successfully pass the examinations at the end of the course are certified in BTLS (Basic Trauma Life Support) for a period of three years.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ♦ Demonstrate rapid and effective techniques in assessing a traumatized patient.
- ♦ Demonstrate rapid and effective techniques in the resuscitation of a traumatized patient.
- ♦ Demonstrate rapid and effective techniques in the packaging of a traumatized patient.
- ♦ Demonstrate rapid and effective techniques in the transport of a traumatized patient.

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21
3-4082
3-4335
2-9086-I Juv.

Leadership Through Self-Awareness

In-Service Medical

3.5 hours

COURSE DESCRIPTION

Leadership literature abounds. It is available on the printed page, through audio reception, video programming and on the Internet. There are as many principles of leadership as there are authors touting methods to become better leaders. Yet we struggle with our inability to influence others in accomplishing agency goals.

The problem may not lie with a lack of leadership resources. Most of us **know what to do**; the problem may lie in the **reasons why we don't do what we know to do**.

In short, this course examines the things that hinder the individual **from** being an effective leader, and gives tools to remove those hindrances. It will examine the ideas, beliefs and values that block leaders from achieving their goals, create extreme emotions that persist, distress and immobilize, and ultimately, lead to leadership behaviors that sabotage oneself, others, and the organization.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ♦ Discuss the theory of "Consequential Responses".
- ♦ Identify and describe principles that control behavior.
- ♦ Identify and describe beliefs that lead to unwanted behavior.
- ♦ Identify types and signs of self-defeating beliefs.
- ♦ Develop a strategy for replacing problem-producing beliefs with solution-oriented ones.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

Transportation Scenarios

In-Service ATO

2.0 Hours

COURSE DESCRIPTION

During this course the participants will be challenged to complete various scenarios that replicate actual situations they may encounter on the job. Scenarios may include incidents that take place at a Funeral Home, Nursing Home, Hospital, Doctor's Office, or Courthouse. The participants will be expected to follow all applicable Department Policies and Procedures during scenario involvement.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ♦ Demonstrate their ability to successfully resolve various scenarios that a Transportation Officer may face, such as courtrooms, hospitals, and emergency escorted visits.
- ♦ Demonstrate effective communication skills while interacting with the public, even in adverse situations.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

**Safe Driving
In-Service ATO
1.5 Hours**

COURSE DESCRIPTION

Transportation Officers spend a large portion of their time behind the wheel of a State vehicle. This course will address the history and current statistics concerning accidents involving 15 passenger vans commonly used in the transport role. Safe-driving tips, van loading and unloading will be covered. Participants will receive information concerning reasons that vans rollover and safety guidelines designed to help them avoid accidents. The course will contain group discussion, and a written examination to evaluate the participants' understanding of the material covered.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ List at least 2 problems with 15 passenger vans.
- ◆ Explain the techniques needed to avoid an accident.
- ◆ Describe proper van loading procedures.
- ◆ Complete a written examination with a minimum score of 80%.

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

**Security Procedure Update
In-Service ATO
1.5 Hours**

COURSE DESCRIPTION

Transporting inmates outside the secure perimeter of a correctional facility can be one of the most dangerous assignments given to an employee. It is imperative that employees understand the policies and procedures that govern this assignment. During this course restraint procedures for inmates according to their custody level will be reviewed. Furthermore, restraint alternatives for special circumstances will be covered, such as medical needs, or the inmate size. Search procedures for inmates **and** transport vehicles will be reviewed. Contingency plans for emergency situations will be discussed and reviewed.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Demonstrate the proper procedure for restraining inmates.
- ◆ Explain the proper way to evacuate inmates from a van or bus.
- ◆ List the contingency plans for at least three (3) emergency situations.

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

Tactical Shooting

In-Service ATO

2.0 Hours

COURSE DESCRIPTION

The Transportation Officer holds one of the few positions within the Tennessee Department of Correction that is required to carry a firearm on a daily basis. Officers assigned to this post require a structured and supervised opportunity to sharpen their shooting skills. This course is designed to give Transportation Officers the chance to fire under physical stress – employing different shooter positions. During this course, participants will be challenged to complete various courses of fire with the .38 caliber service revolver.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Demonstrate the ability to effectively fire the .38 caliber revolver in various tactical situations including, but not limited to, the prone position, using a barricade, or from a vehicle.
- ◆ Demonstrate the effective use of speed loaders to reload the .38 caliber revolver in a stressful situation.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

Victim Impact

In-Service Counselors

5.5 Hours

COURSE DESCRIPTION

Increasing frustration among victims of crime, their supporters, and citizens in general has led them to conclude that the current criminal justice system does not represent the interests of victims and communities, nor does it provide them adequate value in terms of enhanced public safety, quality of life in communities, or a legitimate voice and role in the justice process.

This course is designed to refocus efforts on **repairing and mending harm** caused by offending, rather than mere punishment. Inclusion is an underlying value that brings and keeps those most affected by crime at the forefront of decision-making processes. A strong orientation towards listening and dialogue is also central to any restorative, or rehabilitative process. The opportunity for consensus-based dialogue in a safe, constructive atmosphere shows great promise for resolving conflict and moving towards healing the harms of crime.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Identify and list the traumatic impacts of crime on victims, communities and offenders
- ◆ Identify and discuss restorative justice concepts, principles and values.
- ◆ Explain the configuration, methods and potential uses of various restorative practices and evaluate the degree to which they are more or less restorative.
- ◆ Identify and construct a practical strategy for being more responsive to the needs and interest of crime victims.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

eTOMIS
In-Service Counselors
2.0 Hours

COURSE DESCRIPTION

Counselors and Inmate Relations Coordinators use the TOMIS system extensively as an integral part of their daily duties. The Department is transitioning to a newer “front end” to the 3270 system called **eTOMIS**, which will allow the inclusion of additional graphical information in the application. This “hands on” course will cover existing features of the **eTOMIS** technology as well as a discussion of anticipated features and applications (called “conversations”). It will involve extensive use of the classification process-related conversations - covering CAF weights and the classification process, contact notes and related items.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Identify useful features of the system.
- ◆ Look up sentencing information required for classification.
- ◆ Look up disciplinary information required for classification.
- ◆ Complete a classification.
- ◆ Complete a contact note.

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

Cognitive Behavior Therapy Overview
In-Service Counselors
2.0 hours

COURSE DESCRIPTION

Cognitions (how, and what, we think) influence how individuals feel about themselves or a situation and how they will approach it. The manner in which a person deals with any situation affects the outcome and thereby confirms or modifies existing cognitive structures. Individuals can be taught to identify, evaluate, and challenge self-defeating assumptions. These self-defeating beliefs may then be reframed in a positive or neutral light. Individuals encouraged to modify their behavioral responses in order to maximize the possibility of positive outcomes will experience more positive outcomes that, in turn, will further modify cognitions and influence future affect. This is a review of the theory, concepts, and techniques of Cognitive Behavior Therapies (CBT), with a particular emphasis on intervention methods that may be used by the correctional counselor/IRC to help inmates with specific problems.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Describe assumptions and concepts common to all CBT models.
- ◆ Identify the role of cognitions in problematic behavioral/affective states.
- ◆ Demonstrate basic competency in CBT technique application to the restructuring of problematic cognitions or belief systems.

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

Food Safety and Protection

In-Service Food Service

4.0 Hours

COURSE DESCRIPTION

A review of HACCP (Hazard Analysis of Critical Control Points) requirements in monitoring and recording control methods taken during the flow of food through the food service operation. Included in this HACCP review will be principles of sanitation and control of chemicals as required in TDOC and TDCS policy and application of the thirteen critical areas of food service Health Inspections.

COURSE OBJECTIVES

Upon completion of this course, participants will:

- ◆ Identify record requirements for agency HACCP programs used to monitor the safety of food receiving, pre-preparation, preparation, holding, service and storage through the facility.
- ◆ Review of the 13 critical violations and their application to agency HACCP programs
- ◆ Discuss the need for strict chemical controls as applied to HACCP and food safety
- ◆ Know the definition of food borne illness
- ◆ Know the high cost of food borne illness as it relates to human suffering, medical costs and punitive damages.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

Work Safety Essentials

In-Service Maintenance

1.5 Hours

COURSE DESCRIPTION

Whether you are new to the job or have 20 years experience it only takes one slip-up for a bad accident to occur. Employees must therefore, always make safety their number one priority. In this class we will be highlighting some of the essentials of workplace safety. We will look, specifically, at the different types of hazards which the employee needs to guard against and suggest practical ways to make the workday a safe day.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Identify the existence of workplace hazards, which may exist in their workplace environment.
- ◆ List at least two (2) effective ways of reducing the risks associated with the hazards identified.
- ◆ Identify critical work area issues such as First Aid Stations and fire prevention, and related safety prevention/action concerns.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

HAZMAT Update
In-Service Maintenance
.5 Hour

COURSE DESCRIPTION

Chemical exposure may cause or contribute to, many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns and rashes. Some chemicals may also be safety hazards and have the potential to cause fires and explosions and other serious accidents. This course is designed to update all Department employees on the types and nature of the chemicals they work with and the laws (applicable HAZMAT regulatory citing CFR 1910-101) that help protect them. This class will use both video instruction, and class discussion followed by a quiz to evaluate participant knowledge of the subject matter.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Explain the “Right to Know Law”.
- ◆ List the differences between caustic, corrosive, toxic, and flammables and the recognizable impact these chemicals have on health.
- ◆ Match the chemicals with proper protective respirators/requirements.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

Health & Hygiene Essentials
In-Service Maintenance
1.0 Hour

COURSE DESCRIPTION

The consequences of poor hygiene practices at work can result in the spread of infectious diseases and increased use of “sick time” for personnel. The purpose of this program is to provide personnel with the information, which will allow them to follow and implement appropriate health and hygiene safety procedures at work. This class will consist of video training, class discussion, and a questionnaire to measure the participant’s knowledge of the topic.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ List at least 2 ways that diseases and infections can be transmitted at work.
- ◆ Describe 3 significant work-related health and hygiene issues.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

Meth Lab Identification
In-Service Maintenance
1.75 Hours

COURSE DESCRIPTION

Metamphetamine (METH) has become a widespread problem. One of the reasons for Meth's popularity is that it is inexpensive and relatively easy to manufacture. As with anything - when something becomes popular in the free world it will eventually make its way into our institutions. Meth labs are dangerous and are considered by the Environmental Protection Agency to be hazardous waste sites. For this reason, it is important that participants be able to identify signs of Meth use and possible Meth manufacturing. During this program we will discuss how the drug is manufactured, what to look for to tip you off that Meth is being produced, and what you should do if you suspect a Meth lab is nearby.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Describe Methamphetamine.
- ◆ List at least three (3) effects of Methamphetamine usage.
- ◆ Name at least two (2) chemicals that are used in the manufacture of Methamphetamine.

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

Managing A Multi-Generational Workforce
In-Service Correctional Managers
6.0 Hours

COURSE DESCRIPTION

This training program is designed to address what correctional administrators have identified as an emerging and on-going management challenge – that of coordinating the efforts of four distinct generational cultures, within one workplace. Each of these groups experienced distinctly different personal/generational events that made them “who they are” - shaping their job/career expectations and needs - thus profoundly affecting how they view (or perform in) the workplace.

This program will look at the events that shaped each generation and how each one approaches work and life. We will discuss what positive traits each generation brings to the workplace. Lastly, we will identify critical generational factors that might influence retention and examine ways the department can address them.

This interactive program will include various activities including breakout sessions and role-playing.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Identify the four (4) generations interacting in today's workplace.
- ◆ List at least two (2) characteristics specific to each generation.
- ◆ List at least two (2) of the strengths and weaknesses specific to each generation.
- ◆ Identify a strategy that addresses each generation's recruitment/retention issues in the workplace.

TDOC POLICY
110.05
ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

ADULT CPR
In-Service Adult Security/Corporals/Maintenance
/Food Service
4.0 Hours

COURSE DESCRIPTION

The course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The contents of each unit include: (1) definitions, (2) causes, (3) signs, (4) symptoms, and (5) First Aid care for emergency situations. The course will culminate with a post test and participants who successfully complete all components will be issued American Red Cross Adult CPR Certification Cards.

COURSE OBJECTIVES

Upon completion of this course, participants will:

- ◆ Demonstrate the techniques required in performing CPR.
- ◆ Complete a written test on CPR with a minimum score of 80%.

TDOC POLICY
110.05

ACA STANDARDS

1-CTA-3A-14
1-CTA-3A-21

NOTE: NO MANUSCRIPT. EACH INSTRUCTOR HAS AN INSTRUCTOR MANUAL AND VIDEO. PARTICIPANT MANUAL ARE FURNISHED AND TESTS ARE MAINTAINED IN COPY ROOM.

Suicide
In-Service Juvenile
2.0 Hours

COURSE DESCRIPTION

The teenage years are a period of turmoil for just about everyone. They're learning new social roles, developing new relationships, getting used to the changes in their bodies, making decisions about their future and looking for answers that no one appears to have. That can make a person feel quite alone.

Too often, the search for these answers is complicated by problems outside teens' control, such as; divorce, family alcoholism, domestic violence or sexual abuse. In such an environment, even "normal" problems can seem insurmountable. Feeling that they have nowhere to turn, teens may "medicate" their pain with drugs or alcohol, or express their rage and frustration in acts of violence or destruction – resulting in involvement with the Criminal Justice System. Depression is also a very common illness among teenagers. Feelings of helplessness and worthlessness that often accompany it, along with disturbances in sleep or appetite, can fuel a downward spiral of health and grades, further clouding perspective, and making thought seem intolerably difficult. Studies show that teens that are feeling depressed, abusing substances, or acting out their violent feelings, are at high risk for suicide. Suicide is a preventable cause of death, and the purpose of this training is to provide you with tools to further aid prevention among the adolescents in your care.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Develop a working understanding of suicide – including myths and facts.
- ◆ Compare statistics relating to suicide.
- ◆ Review the warning signs of suicide and all protective factors used to aid those contemplating suicide in overcoming suicidal feelings.
- ◆ Discuss the link between mental health, substance use, and suicide.

TDCS POLICIES- 27.19, 27.20, 27.21, 27.22

ACA STANDARDS

3-JTS-3A-19, 3-JTS-3A-20, 3-JTS-3A-21

Cultural Competency

In-Service Juvenile

1.5 Hours

COURSE DESCRIPTION

Culture is a strong part of people's lives. It influences their views, their values, their humor, their hopes, their loyalties, and their worries and fears. So when you are working with people and building relationships with them, it helps to have some perspective and understanding of their cultures. But as we explore culture, it's also important to remember how much we have in common. A person who grew up in Tibet will probably see the world very differently than someone who grew up in Manhattan—but both people know what it is like to wake up in the morning and look forward to the adventures that of the day. We are all human beings. We all love deeply, want to learn, have hopes and dreams, and have experienced pain and fear. At the same time, we can't pretend that our cultures and differences don't matter. We can't gloss over differences and pretend they don't exist, wishing that we could be alike.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Correctly identify ten (10) out of fourteen (14) terms related to cultural competency from a list.
- ◆ Critically examine five issues related to cultural competency.
- ◆ Discuss the “cultural competency ladder.”
- ◆ Observe and recall five essential principles that contribute to an institution or individual's ability to become more culturally competent.
- ◆ Examine and recall steps to building cultural competence.
- ◆ Determine the correct word or phrase when given thirteen (13) definitions in a post-test.

TDOC POLICY - 5.2

ACA STANDARD

3-JTS-3A-19, 3-JTS-3A-20

HIV/AIDS/Blood Borne Pathogens

In-Service Juvenile

1.0 Hour

COURSE DESCRIPTION

This course will provide a comprehensive education program for employees regarding human immunodeficiency virus (HIV)/ acquired immunodeficiency syndrome (AIDS) issues. The increased incidence of HIV/AIDS in the community, as well as the high-risk offender population whom our employees serve, mandates that all staff be knowledgeable about the current recommendations regarding education, prevention, diagnosis, and facts of this disease and subsequent opportunistic infections. This class will present an overview of HIV/AIDS, focusing on updates in the etiology, prognosis, management and complications of the disease - with connections between HIV/AIDS and other diseases, such as Hepatitis B, STD's, and tuberculosis, emphasized. Discussion of the staff's psychological and emotional reservations with dealing directly with an HIV/AIDS-infected client will be encouraged. Handouts and other visual aids will be used to emphasize key points.

COURSE OBJECTIVES

By the end of this course the participant will:

- ◆ Identify three (3) ways HIV is transmitted.
- ◆ Identify at least three (3) symptoms that may indicate HIV/AIDS infection.
- ◆ Examine the myths and facts related to HIV/AIDS.
- ◆ Define “Universal Precautions” and the safeguards against blood-borne pathogen infection.

TDCS POLICIES

27.19

27.20

27.21

27.22

ACA STANDARDS

3-JTS-3A-19

3-JTS-3A-20

3-JTS-3A-21

3-JTS-3A-32

3-JCRS-3A-12

Juvenile Rights And Responsibilities

In-Service Juvenile

2.0 Hours

COURSE DESCRIPTION

It is important that DCS workers know the rights of juveniles in order to both accommodate these rights and to be sure not to violate the same. As with other groups of people, along with rights, come responsibilities. DCS employees must also be familiar with the responsibilities inherent in any issue of entitlement.

This course will be presented in the form of a 50-question quiz, which will be graded with correct answers discussed and reviewed.

COURSE OBJECTIVES

By the end of this course of instruction each participant will:

- ◆ Identify at what age at least (5) rights are given juveniles.
- ◆ Identify at what age at least (5) restrictions apply to juveniles.
- ◆ Define the terms: custody, delinquent, restitution, and status offense.
- ◆ Name the crimes for which a youth less than 16 may be transferred to adult court.
- ◆ Explain the difference in operating philosophy of the adult justice system and the juvenile justice system.

TDCS POLICIES

27.19, 27.20, 27.21, 27.22

ACA STANDARDS

3-JTS-3A-19, 3-JTS-3A-20, 3-JTS-3A-21,
3-JTS-3A-32, 3-JCRS-3A-12, 3-JCRS-3A-14

Management and Labor Law

In-Service Juvenile

2.0 Hours

COURSE DESCRIPTION

As managers, we all understand that on occasion we have those employees who break rules or fail to perform at adequate levels. When this occurs we need to have a good working knowledge of the Tennessee Department of Personnel rules that governs employee discipline. During this class we will discuss "Minimum Due Process", what it is and what our responsibilities are to make sure that it is given. We will identify causes of "Disciplinary Action." We will look at representative examples of disciplinary offenses and cover the steps involved in the concept of "Progressive Disciplinary Action."

COURSE OBJECTIVES

At the end of this course the participant will:

- ◆ List at least 3 components of "Minimum Due Process."
- ◆ Name the 2 causes of "Disciplinary Action."
- ◆ List at least 5 examples of "Disciplinary Offenses."
- ◆ List the 3 steps of "Progressive Disciplinary Action."

TDCS POLICIES

27.19, 27.20, 27.21, 27.22

ACA STANDARDS

3-JTS-3A-19, 3-JTS-3A-20, 3-JTS-3A-21,
3-JTS-3A-32, 3-JCRS-3A-12, 3-JCRS-3A-14

Report Writing

In-Service Juvenile

1.0 Hour

COURSE DESCRIPTION

Writing an effective report is a cornerstone in the daily duties of Children's Services staff. We need to be able to communicate the details of ordinary and extraordinary events to people who were not there to witness the event. It is imperative that people that are not familiar with the TDCS be able to understand what happened in each incident. These documents may end up in court to aid in the prosecution of a crime or defend staff against liability. In this course, we will discuss what questions a good report must answer. Students will analyze sample reports and be tasked with reconstructing it in a format, which provides the reader with all of the vital information in a correct format.

COURSE OBJECTIVES

Upon successful completion of this course participants will:

- ♦ Name the 5 essential reports that a report must answer.
- ♦ Rewrite an ineffective report and make it effective.

TDCS POLICIES

27.19, 27.20, 27.21, 27.22

ACA STANDARDS

3-JTS-3A-19, 3-JTS-3A-20, 3-JTS-3A-21,
3-JTS-3A-32, 3-JCRS-3A-12,3-JCRS-3A-14

Searches/Seizures/Rules of Evidence

In-Service Juvenile

1.0 Hour

COURSE DESCRIPTION

Searches are a necessary part of managing a Youth Development Center or Youth Group Home. Searches are necessary to control the introduction of drugs, weapons, and other items of contraband into the facility. Contraband may be defined as: "***Any item prohibited or not allowed by policy in the facility***".

COURSE OBJECTIVES

Upon successful completion of this course participants will:

- ♦ Identify by definition the different types of searches.
- ♦ Name the person required for authorization for searches.
- ♦ Name the basic rules for searches.
- ♦ Identify the rules for the preservation of evidence.

TDCS POLICIES

27.19, 27.20, 27.21, 27.22

ACA STANDARDS

3-JTS-3A-19, 3-JTS-3A-20, 3-JTS-3A-21,
3-JTS-3A-32, 3-JCRS-3A-12, 3-JCRS-3A-14

Safe Crisis Management

In-Service Juvenile

18.0 Hours

COURSE DESCRIPTION

The Best Practice Standards for Youth in DCS Custody and federal standards state that we will work from the principle of “Least Restrictive Alternative”. Using this as a standard, we have to learn to manage incidents rather than attempt to stop misbehavior. In other words, we are going to learn to manage aggression safely, rather than attempt to stop it.

COURSE OBJECTIVES

Participants in the Safe Crisis Management Training Program will:

- ♦ Discuss the nature and dynamics of acting out behavior and current and accepted interventions
- ♦ Identify crisis management regulations affecting their job responsibilities
- ♦ Evaluate positive prevention strategies through the use of strength based strategies
- ♦ List and define the safety areas associated with monitoring physical intervention

TDCS POLICY - 27.34

ACA STANDARDS

6194, 6195, 6196, 9190.9193, 9194, 9281

Victim Support Training

In-Service Specialty

8.0 hrs.

COURSE DESCRIPTION

Tennessee Department of Correction Policy #502.06 (Sexual Assault of Inmates) dictates that each institution shall have a designated “Victim Support Person” who is specially trained to support an alleged victim/inmate during the investigation of an alleged sexual assault.

It is, therefore, the purpose of this workshop to provide selected individuals with basic understanding as well as specific attending behavior skills in order to effectively undertake the duties of a Victim Support Person on an as-needed basis.

COURSE OBJECTIVES

Upon completion of this course, participants will:

- ♦ Demonstrate a thorough understanding of the purpose and application of Policy #502.06, to include:
 - Inmate education issues
 - Inmate screening procedures for risk potential
 - Reporting and investigation
- ♦ Explain the role and responsibilities of counseling/mental health staff in the provision of victim monitoring and associated documentation via TOMIS.
- ♦ Demonstrate, through active role-play (along with supportive feedback), appropriate and effective attending behavioral/interaction skills during the process of communicating with an inmate/victim.

Workplace Harassment for Managers

In-Service Managers

6.0 Hours

COURSE DESCRIPTION

In October 2004, Governor Phil Bredesen asked the Tennessee Department of Personnel to develop a policy for workplace harassment that would replace the State Sexual Harassment Policy. This class will provide the necessary information and tools to assist each employee in promoting a respectful workplace – free of the harmful effects of harassment of any kind. Managers bear a doubled responsibility in ensuring this respectful workplace. In addition to promoting the concepts and practices of the organization, theirs' also, is the task of guaranteeing that all complaints be thoroughly investigated and resolved fairly.

COURSE OBJECTIVES

Upon completion of this module, participants will:

- ◆ Identify the nine protected classes.
- ◆ Define workplace harassment as set forth in the State Policy
- ◆ Describe and avoid conduct prohibited by this policy.
- ◆ Describe the responsibilities and liabilities under the policy, State and Federal Law.
- ◆ Identify the Managerial role in investigation and resolution of workplace harassment complaints.

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

Interviewing Techniques

In-Service Correctional Managers

2.0 Hours

COURSE DESCRIPTION

The manager's dilemma - finding, matching, keeping – the “*right* person” in the “*right* job”. Too often, employee selection becomes a process of **finding** a “warm body”, **matching** a “uniform size” and **keeping** “poor choices”. The interview process is critical in our business due to the high cost of employee turnover. The urgency of vacant positions unfortunately leads many managers to feel that poor selections are better than none and then later, have to deal with the problems created by those poor initial employment choices. This course will examine the issues of employment screening and alternatives to the rote interview process.

COURSE OBJECTIVES

Upon completion of this course, participants will:

- ◆ Identify local factors which positively or adversely, impact hiring.
- ◆ Develop an interview methodology which targets actual “on-the job” requirements.
- ◆ Conduct an “employment interview”.

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

Conflict Resolution
In-Service Senior Managers
4.0 Hours

COURSE DESCRIPTION

Conflict is a natural part of human interaction. The closer people work together, both in terms of time and intensity, the more likely they are to experience conflict. When conflict is brought into awareness, identified openly and resolved, working relationships are strengthened and effectiveness is enhanced. When conflict is unresolved or attempts to resolve it only contribute to the problem, individuals suffer increased stress and reduced self-esteem, lowered morale, reduced effectiveness and may perceive the environment as hostile. The cost of unresolved conflict ranges from health problems for the individual that affect personal lives and family relationships, to reduced workplace productivity and wellness. This course is intended to provide students with the basic elements and strategies needed to create mutually acceptable agreements from conflicts. It teaches positive forms of conflict resolution in the workplace that encourage constructive resolution and discourage destructive conflict in the workplace.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ♦ Identify those values and attitudes regarding conflict in the workplace which have impact interactions with others.
- ♦ Determine and demonstrate sound negotiation practices, assess their performance, and identify opportunities for performance improvement.

TDOC POLICY
110.05

ACA STANDARD
1-CTA-3A-14
1-CTA-3A-21

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Core
FY 2005-2006

Hours -16

Total Hrs. - 8

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8:00 - 11:00	Color Quest (3)
11:00 - 1:00	PRE Act (2)
1:00 - 1:30	Volunteer Programs (.5)
1:30 - 2:30	Victim Awareness (1)
2:30 - 4:00	Drug ID (1.5)

Total Hrs. - 8

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8:00 - 10:00	Policy Jenga (2)
10:00 - 12:00	Stress Management (2)
12:30 - 2:30	Communications(2)
2:30 - 4:00	Wellness (1.5)
4:00 - 4:30	EvaluationsTraining Design (.5)

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Adult Security
Class #
FY 2005-2006

Hours - 32
Participants:72

Monday				Total Hrs. - 9
	Time	Module	Instructor	Location
Group A & B	8:00 - 8:15	Orientation (.25)	DiNicola	Aud. School Bldg.
	8:15 - 11:30	Firearms Lab (3.25)		Aud. School Bldg.
	11:30 - 12:30	Lunch		
	12:30 - 4:30	Workplace Harassment (4)		Aud.
	4:30 -5:30	Supper		
	5:30 - 6:00	Volunteer Programs (.5)		Aud.
	6:00 - 7:00	Victim Awareness (1)		Aud.

Tuesday				Total Hours - 9.75
	Time	Module	Instructor	Location
Group A	8:00 -12:00	Firearms Qualification (4)		Range
	12:00 - 1:00	Lunch		
	1:00 - 5:00	CPR (4)		Aud.
	5:00 - 6:00	Supper		
	6:00 -7:00	Chemical Agents (1)		Aud.
	7:00 - 7:45	PT (.75)		Gym
	7:00 - 7:45	Wellness (.75)		Aud.
Group B	8:00 -12:00	CPR (4)		Aud.
	12:00 - 1:00	Lunch		
	1:00 - 5:00	Firearms Qualification (4)		Range
	5:00 - 6:00	Supper		
	6:00 - 7:00	Chemical Agents (1)		Aud.
	7:00 - 7:45	PT (.75)		Gym
	7:00 - 7:45	Wellness (.75)		Aud.

Wednesday				Total Hours -8.75
	Time	Module	Instructor	Location
Group A	8:00 - 10:00-	Policy Wheel (2)		
	10:00 - 12:00	Can You Hear Me Now? 2)		
	12:00 - 1:00	Lunch		
	1:00 - 3:00	PRE Act (2)		
	3:00 - 5:00	Self Defense (2)		Gym
	5:00 - 6:00	Supper		
	6:00 - 6:45	PT (.75)		Gym
	6:00 - 6:45	Wellness (.75)		Aud.
Group B	8:00 - 10:00	PRE Act (2)		
	10:00 - 12:00	Self Defense (2)		Gym
	12:00- 1:00	Lunch		
	1:00 - 3:00	Policy Wheel (2)		
	3:00 - 5:00	Can You Hear Me Now?(2)		
	5:00 - 6:00	Supper		
	6:00 - 6:45	PT (.75)		Gym
	6:00 - 6:45	Wellness (.75)		Aud.

Thursday				Total Hrs. - 4.5
	Time	Module	Instructor	Location
Group A & B	8:00 - 10:30	First Aid (2.5)		Aud.
	10:30 - 12:00	Mental Health (1.5)		Aud.

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Corporals
Class #
FY 2005-2006

Hours - 32
Participants:

Monday		Total Hrs. - 9.5	
Time	Module	Instructor	Location
8:00 - 8:15	Orientation (.25)	DiNicola	Aud. School Bldg.
8:15 - 11:30	Firearms Lab (3.25)		
11:30 - 12:30	Lunch		
12:30 - 4:30	Workplace Harassment (4)		
4:30 - 5:30	Supper		
5:30 - 7:30	Policy Jenga (2)		

Tuesday		(Lunch 12-1) (Supper 5-6)		Total Hours - 9.75	
Time	Module	Instructor	Location		
8:00 - 12:00	Firearms Qualification (4)				
12:00 - 1:00	Lunch				
1:00 - 5:00	CPR (4)				
5:00 - 6:00	Supper				
6:00 - 7:00	Victim Awareness (1)				
7:00 - 7:45	PT or Wellness (.75)				

Wednesday		Total Hours - 8.25	
Time	Module	Instructor	Location
8:00 - 10:00	Can You Hear Me Now?(2)		
10:00 - 11:00	Chemical Agents (1)		
11:00 - 12:00	Lunch		
12:00 - 2:00	Self Defense (2)		
2:00 - 4:00	PRE Act (2)		
4:00 - 4:30	Volunteer Programs (.5)		
4:30 - 5:15	PT or Wellness (.75)		
5:15 - 6:15	Supper		

Thursday		Total Hrs. - 4.5	
Time	Module	Instructor	Location
8:00 - 10:30	First Aid (2.5)		
10:30 - 12:00	Mental Health (1.5)		
12:00 - 12:30	Training Design/Evaluations (.5)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Adult Transportation Officers
Class #
FY 2005-2006

Hours - 32
Participants:

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Total Hrs. - 9.5

8:00 - 8:15	Orientation (.25)		
8:15 - 11:30	Firearms Lab (3.25)		
11:30 - 12:30	Lunch		
12:30 - 4:30	Firearms Qualification (4)		
4:30 - 5:30	Supper		
5:30 - 7:30	Tactical Shooting (2)		

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Total Hrs. - 9.5

8:00 - 12:00	Workplace Harassment (4)		
12:00 - 1:00	Lunch		
1:00 - 5:00	CPR (4)		
5:00 - 6:00	Supper		
6:00 - 7:00	Chemical Agents (1)		

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Total Hrs. - 9

8:00 - 10:00	PRE Act (2)		
10:00 - 12:00	Self Defense (2)		
12:00 - 1:00	Lunch		
1:00 - 3:00	Scenarios (2)		
3:00 - 4:30	Safe Driving (1.5)		
4:30 - 5:30	Supper		
5:30 - 7:00	Security Procedure Update (1.5)		

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Total Hrs. - 4

8:00 - 10:30	First Aid (2.5)		
10:30 - 11:30	Mental Health (1)		
11:30 - 12:00	Training Design/Evaluations (.5)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

In-Service Generic Food Service
Class #
FY 2005-2006

Week of:

Hours - 16
Participants:

Wednesday				Total Hours -4.25
1:00 - 1:15	Orientation (.25)			
1:15 - 5:15	Workplace Harassment (4)			
5:15 - 6:15	<i>Supper</i>			
Thursday				Total Hrs. - 7.5
Time	Module	Instructor	Location	
8:00 - 10:30	First Aid (2.5)			
10:30 - 11:30	Critical Violations/Health Inspection(1)	Val Kolison		
12:30 - 4:30	Food Safety/Sanitation/Food Borne Illness(4)	Motlow		
Friday				Total Hrs. - 4.25
8:00 - 12:00	CPR (4)			
12:00 - 12:15	Training Design/Evaluations (.25)			

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Food Service (Serv Safe Certification)

Hours - 32

Class #

FY 2005-2006

Monday		(Lunch 12:15 - 1:15 Supper 5:15 - 6:15)		Total Hrs - 8.25	
Time	Module	Instructor	Location		
8:00 - 8:15	Orientation (.25)	DiNicola	Aud. School Bldg.		
8:15 - 12:15	CPR (4)				
1:15 - 5:15	Workplace Harassment (4)				

Tuesday		(Lunch 12:00 - 1:00) Supper 4:30 - 5:30)		Total Hrs. - 9.5	
Time	Module	Instructor	Location		
8:00 -10:00	Protecting Food in Preparation/Serving (2)	Motlow			
10:00 -12:00	Organizing A Cleaning Program (2)	Motlow			
1:00 - 3:00	Cleaning and Sanitizing (2)	Motlow			
3:00 - 4:00	Integrated Pest Management (1)	Motlow			
5:30 - 8:00	First Aid (2.5)				

Wednesday		(Lunch 12:00 - 1:00) (Supper 5:00 - 6:00)		Total Hrs. - 10	
Time	Module	Instructor	Location		
8:00 - 10:00	Contamination & Foodborne Illness (2)	Motlow			
10:00 - 12:00	The Safe Food Handler (2)	Motlow			
1:00 -3:00	Establishing The Food Service Safety Program(2)	Motlow			
3:00- 5:00	Purchasing & Receiving Safe Food (2)	Motlow			
6:00 - 8:00	Serv Safe Certification (2)	Self Study			

Thursday		Total Hours- 4.25	
Time	Module	Instructor	Location
8:00 - 12:00	Serv Safe Certification(4)	Crawford	
12:00 - 12:15	Training Design/Evaluations (.25)	Crawford	

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Food Service Managers

Class #

FY 2005-2006

Hours -16

Participants:

Total Hrs. - 4.25

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1:00 - 1:15	Orientation (.25)		
1:15 - 5:15	Workplace Harassment (4)		
5:15 - 6:15	Supper		

Total Hrs. - 8.5

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8:00 - 10:00	Workplace Harassment (2)		
10:00 - 12:30	First Aid (2.5)		
12:30 - 1:30	Lunch		
1:30 - 5:30	CPR (4)		
5:30 - 6:30	Supper		

Total Hrs. - 3.25

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DOC			
8:00 - 11:00	Departmental Meeting (3)	Val Kolison	
11:00 - 11:15	Evaluations/Training Design (.25)	Val Kolison	
DCS			
8:00 - 11:00	Departmental Meeting (3)	Jane Crawford	
11:00 - 11:15	Evaluations/Training Design (.25)	Jane Crawford	

Serving Line In Cafeteria Closes At 6:00 p.m. Each Day

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Food Service (HACCP Certification)

Class #

FY 2005-2006

Hours - 32

Monday		(Lunch 11:30 - 12:30) (4:30 - 5:30)		Total Hrs - 10	
Time	Module	Instructor	Location		
8:00 - 8:30	Orientation (.5)	DiNicola	Aud. School Bldg.		
8:30 - 10:30	First Aid (2.5)				
10:30 - 11:30	Mental Health (1)				
12:30 - 4:30	Workplace Harassment (4)				
5:30 - 6:30	Volunteer Programs (1)				
6:30 - 7:30	Victim Awareness (1)				

Tuesday		(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		Total Hrs. - 8	
Time	Module	Instructor	Location		
8:00 -10:00	Policy Jenga (2)				
10:00 -12:00	Can You Hear Me Now? (2)				
1:00 -5:00	CPR (4)	TCA Staff			

Wednesday		(Lunch 12:00 - 1:00) (Supper 5:00 - 6:00)		Total Hrs. - 10	
Time	Module	Instructor	Location		
8:00 - 10:00	Contamination & Foodborne Illness (2)	Motlow			
10:00 - 12:00	The Safe Food Handler (2)	Motlow			
1:00 -3:00	Establishing The Food Service Safety Program(2)	Motlow			
3:00- 5:00	Purchasing & Receiving Safe Food (2)	Motlow			
6:00 - 8:00	HACCP Certification (2)	Self Study			

Thursday		Total Hours- 4	
Time	Module	Instructor	Location
8:00 - 10:30	HACCP Certification(2.5)	Kolson	
10:30 - 11:30	Departmental HACCP Plan (1)	Kolson	
11:30 - 12:00	Training Design/Evaluations (1)	Kolson	

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Generic Medical
Class #
FY 2005-2006

Hours - 32
Participants:

Monday		Total Hrs. - 8.25	
Time	Module	Instructor	Location
8:00 - 8:15	Orientation (.25)	DiNicola	Aud. School Bldg.
8:15 - 12:15	CPR for the Professional Rescuer/AED(4)		
12:15 - 1:15	Lunch		
1:15 - 5:15	CPR for the Professional Rescuer (4)		
5:15 - 6:15	Supper		

Tuesday		(Lunch 12-1) (Supper 5-6)		Total Hours - 10	
Time	Module	Instructor	Location		
8:00 - 10:00	The Bad, Ugly, and Nasty HIV (2)	Motlow			
10:00 - 12:00	MRSA (2)	Motlow			
12:00 - 1:00	Lunch				
1:00 - 2:00	TB (1)	Motlow			
2:00 - 3:00	HEPC Flu (1)	Motlow			
3:00 - 5:00	STD's (2)	Motlow			
5:00 - 6:00	Supper				
6:00 - 8:00	Leadership Through Self Awareness(2)				

Wednesday		Total Hours - 10	
Time	Module	Instructor	Location
8:00 - 12:00	Compassion to Conn (4)		
12:00 - 1:00	Lunch		
1:00- 3:00	Rash-ionalization (2)	Lyll Craft	
3:00 - 5:00	Workplace Harassment (2)		
5:00 - 6:00	Supper		
6:00 - 8:00	Workplace Harassment (2)		

Thursday		Total Hrs. - 3.75	
Time	Module	Instructor	Location
8:00 - 11:30	Generation Meth (3.5)	Bill Gupton	
11:30 - 11:45	Training Design/Evaluations (.25)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

In-Service BTLs
(Basic Trauma Life Support)
Class #
FY 2005-2006

Week of:

Hours - 32

Monday		(Lunch 12-1) (Supper 5-6)		Total Hrs. - 8.25	
Time	Module	Instructor	Location		
8:00 - 8:15	Orientation	DiNicola	Aud. School Bldg.		
8:15 - 12:15	CPR for the Professional Rescuer/AED				
1:15 - 5:15	CPR for the Professional Rescuer				

Tuesday		(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		Total Hrs. - 8	
Time	Module	Instructor	Location		
8:00 - 12:00	Basic Trauma Life Support	Motlow - Carol Parsons			
1:00 - 5:00	Basic Trauma Life Support	Motlow			

Wednesday		(Lunch 12:00 - 1:00) Supper (5:00 - 6:00)		Total Hrs. - 8	
Time	Module	Instructor	Location		
8:00 - 12:00	Basic Trauma Life Support	Motlow			
1:00 - 5:00	Basic Trauma Life Support	Motlow			

Thursday		(Lunch 12:00 - 1:00)		Total Hrs. - 7.75	
Time	Module	Instructor	Location		
8:00 - 12:00	Basic Trauma Life Support(4)	Motlow			
1:00 - 4:30	Basic Trauma Life Support(3.5)	Motlow			
4:30 - 4:45	Evaluations (.25)	Musgrove			

TENNESSEE CORRECTION ACADEMY

In-Service IV Therapy

Class #

FY 2005-2006

Week of:

Hours -32

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Total Hrs. - 8.25

8:00 - 8:15	Orientation(.25)	DiNicola	Aud. School Bldg.
8:15 - 12:15	CPR for the Professional Rescuer/AED		
12:15 - 1:15	Lunch		
1:15 - 5:15	CPR for the Professional Rescuer(4)		

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Total Hrs.- 8

8:00 - 12:00	IV Therapy (4)		
12:00 -1:00	Lunch		
1:00 - 5:00	IV Therapy (4)		
5:00 -6:00	Supper		

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Total Hrs.- 8

8:00 - 12:00	IV Therapy	Motlow - Michelle Lee	
12:00 -1:00	Lunch		
1:00 - 5:00	IV Therapy	Motlow	
6:00 - 7:00	Supper		

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Total Hrs.- 7.75

8:00 - 12:00	IV Therapy	Motlow	
12:00 -1:00	Lunch		
1:00 - 4:30	IV Therapy (3.5)	Motlow	
4:30 - 4:45	Evaluations (.25)	Musgrove	

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TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Nurse Managers
Class #
FY 2005-2006

Hours - 32
Participants:

Monday		Total Hrs. - 8.25	
Time	Module	Instructor	Location
8:00 - 8:15	Orientation (.25)	DiNicola	Aud. School Bldg.
8:15 - 12:15	CPR/AED for the Professional Rescuer(4)		
12:15 - 1:15	Lunch		
1:15 - 5:15	CPR/AED for the Professional Rescuer(4)		
5:15 - 6:15	Supper		

Tuesday		(Lunch 12-1) (Supper 5-6)		Total Hours - 10	
Time	Module	Instructor	Location		
8:00 - 10:00	The Bad, Ugly, and Nasty HIV (2)	Motlow			
10:00 - 12:00	MRSA (2)	Motlow			
12:00 - 1:00	Lunch				
1:00 - 2:00	TB (1)	Motlow			
2:00 - 3:00	HEPC Flu (1)	Motlow			
3:00 - 5:00	STD's (2)	Motlow			
5:00 - 6:00	Supper				
6:00 - 8:00	Is Anybody Out There? (2)				

Wednesday		Total Hours - 10	
8:00 - 12:00	Compassion to "Con" (4)		
12:00 - 1:00	Lunch		
1:00 - 5:00	Workplace Harassment (4)		
5:00 - 6:00	Supper		
6:00 - 8:00	Workplace Harassment (2)		

Thursday		Total Hrs. - 3.75	
Time	Module	Instructor	Location
8:00 - 11:30	Leadership Through Self Awareness(3.5)	TCA	
11:30 - 11:45	Training Design/Evaluations (.25)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

In-Service Maintenance
Class #
FY 2005-2006

Week of:

Hours - 16
Participants:

M O N D A Y	Total Hrs. - 7.5		
	8:00 - 8:15	Orientation (.25)	DiNicola
	8:15 - 9:45	Work Safety Essentials (1.5)	
	9:45 - 11:30	Meth Labs(1.75)	
	12:30 - 4:30	Respectful Workplace (4)	
	4:30 - 5:30	Supper	

T U E S D A Y	Total Hrs. - 8.5		
	8:00 - 12:00	CPR (4)	
	12:00 - 1:00	Lunch	
	1:00 - 3:30	First Aid (2.5)	
	3:30 - 4:30	Health and Hygiene Essentials (1)	
	4:30 - 5:00	HAZMAT Update (.5)	
	5:00 - 5:30	Training Design/Evaluations(.5)	

TENNESSEE CORRECTION ACADEMY

In-Service Correctional Counselors/IRC
Class #
FY 2005-2006

Week of:

Hours - 16
Participants:

Monday		Total Hrs. - 8	
Time	Module	Instructor	Location
8:00 - 10:00	Cognitive Behavior Therapy Overview(2)		
10:00 - 12:00	PREA (2)		
1:00 - 5:00	Workplace Harassment (4)		

Tuesday		Total Hours - 8	
Time	Module	Instructor	Location
8:00 - 10:00	E-TOMIS (2)		
10:00 - 12:00	Victim Impact (2)		
1:00 - 4:30	Victim Impact (3.5)		
4:30 - 5:00	Evaluations (.5)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Senior Managers
Class #
FY 2005-2006

Hours - 16
Participants:

Monday			Total Hrs. - 8.5
Time	Module	Instructor	Location
8:00 - 8:30	Orientation (.5)	DiNicola	
8:30 - 12:30	Workplace Harassment (4)		
1:30 - 3:30	Workplace Harassment (2)		
3:30 - 5:30	Prison Rape Elimination Act (2)		

Tuesday			Total Hours - 7.5
Time	Module	Instructor	Location
8:00 - 12:00	Conflict Resolution Techniques (4)		
12:00 - 1:00	Lunch		
1:00 - 4:00	Principles of Lousy Leadership (3)		
4:00 - 4:30	Evaluations (.5)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY (Distance Learning)

In-Service Correctional Managers
Class #
FY 2005-2006

Hours - 16
Participants:

Monday			
Time	Module	Instructor	Total Hrs. - 8 Location
8:00 - 12:00	Workplace Harassment (4)		
1:00 - 3:00	Workplace Harassment (2)		
3:00 - 5:00	Interviewing Skills Workshop (2)		

Tuesday			
Time	Module	Instructor	Total Hours - 8 Location
8:00 - 12:00	Managing A Multi-Generational Workforce(4)		
1:00 - 3:00	Managing A Multi-Generational Workforce(2)		
3:00 - 5:00	Prison Rape Elimination Act (2)		

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Computer Training

Class #

FY 2005-2006

Hours -16

Participants: 10

	Monday	(Lunch 12-1) (Supper 5-6)	Total Hrs. - 8	
	Time	Module	Instructor	Location
	8:00 - 12:00	Orientation/Introduction/File Mgt. (4)	Croteau/Rees	Clement Lab
	1:00 - 5:00	Intro to Microsoft Word (4)	Croteau/Rees	Clement Lab

	Tuesday	(Lunch 12-1) (Supper 5-6)	Total Hrs. - 8	
	Time	Module	Instructor	Location
	8:00 - 12:00	Intro to Microsoft Word (4)	Croteau/Rees	Clement Lab
	1:00 - 4:30	Group Wide (3.5)	Croteau/Rees	Clement Lab
	4:30 - 5:00	Evaluations (.5)	Croteau/Rees	Clement Lab

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Children's Services Officers

Class #

FY 2005-2006

Hours -32

Participants:

M O N D A Y	Total Hrs. - 5.25		
	12:00 - 12:15	Orientation/Opening Activities (.25)	
	12:15 - 4:15	CPR (4)	
	4:15 - 5:15	Supper	
	5:15 - 6:15	Report Writing (1)	
T U E S D A Y	Total Hrs. - 10		
	8:00 - 12:00	Safe Crisis Management (4)	
	12:00 - 1:00	Lunch	
	1:00 - 5:00	Safe Crisis Management (4)	
	5:00 - 6:00	Supper	
	6:00 - 8:00	Safe Crisis Management (2)	
W E D N E S D A Y	Total Hrs. - 9.5		
	8:00 - 11:00	Safe Crisis Management(3)	
	11:00 - 12:00	Lunch	
	12:00 - 2:30	First Aid (2.5)	
	2:30 - 3:30	Suicide (1)	
	3:30 - 4:30	HIV/AIDS/Blood Borne Pathogens (1)	
	4:30 - 5:30	Supper	
	5:30 - 6:30	Searches/Seizures/Rules of Evidence(1)	
T H U R S D A Y	Total Hrs. - 7.25		
	8:00 - 12:00	Safe Crisis Management (4)	
	12:00 - 1:00	Lunch	
	1:00 - 2:00	Safe Crisis Management (1)	
	2:00 - 3:30	Cultural Competency (1.5)	
	3:30 - 4:15	Training Needs/Evaluations (.75)	

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Children's Residential Case Managers

Class #

FY 2005-2006

Hours -32

Participants:

M O N D A Y	Total Hrs. - 5.25		
	12:00 - 12:15	Orientation/Opening Activities (.25)	
	12:15 - 4:15	CPR (4)	
	4:15 - 5:15	Supper	
	5:15 - 6:15	Report Writing (1)	
T U E S D A Y	Total Hrs. - 10		
	8:00 - 12:00	Safe Crisis Management (4)	
	12:00 - 1:00	Lunch	
	1:00 - 5:00	Safe Crisis Management (4)	
	5:00 - 6:00	Supper	
	6:00 - 8:00	Safe Crisis Management (2)	
W E D N E S D A Y	Total Hrs. - 9.5		
	8:00 - 11:00	Safe Crisis Management(3)	
	11:00 - 12:00	Lunch	
	12:00 - 2:30	First Aid (2.5)	
	2:30 - 3:30	Suicide (1)	
	3:30 - 4:30	HIV/AIDS/Blood Borne Pathogens (1)	
	4:30 - 5:30	Supper	
	5:30 - 6:30	Searches/Seizures/Rules of Evidence(1)	
	6:30 - 7:30	Juvenile Rights/Responsibilities (1)	
T H U R S D A Y	Total Hrs. - 7.25		
	8:00 - 12:00	Safe Crisis Management (4)	
	12:00 - 1:00	Lunch	
	1:00 - 2:00	Safe Crisis Management (1)	
	2:00 - 3:30	Cultural Competency (1.5)	
	3:30 - 4:15	Training Needs/Evaluations (.75)	

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32

In-Service Children's Services Managers

Class #

FY 2005-2006

Monday

Total Hrs. - 5.25

12:00 - 12:15 Orientation/Opening Activities (.25)
12:15 - 4:15 CPR (4)
4:30 - 5:30 **Supper**
5:30 - 6:30 HIV/AIDS (1)

Tuesday

Total Hrs. - 10

8:00 - 12:00 Safe Crisis Management (4)
12:00 - 1:00 **Lunch**
1:00 - 5:00 Safe Crisis Management (4)
5:00 - 6:00 **Supper**
6:00 - 8:00 Safe Crisis Management (2)

Wednesday

Total Hrs. - 9.5

8:00 - 12:00 Safe Crisis Management (4)
12:00 - 1:00 **Lunch**
1:00 - 3:30 First Aid (2.5)
3:30 - 4:30 Suicide (1)
4:30 - 5:30 **Supper**
5:30 - 7:30 Cultural Competency (2)

Thursday

Total Hrs. - 7.25

8:00 - 12:00 Safe Crisis Management (4)
12:00 - 1:00 **Lunch**
1:00 - 2:00 Safe Crisis Management (1)
2:00 - 3:45 Leadership Awareness/Labor Law (1.75)
3:45 - 4:15 Training Needs/Evaluations (.5)
